



**TOWN OF GRAFTON**  
**GRAFTON PUBLIC SCHOOLS**  
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**MINUTES**  
**SCHOOL COMMITTEE**  
September 28, 2015  
Grafton Municipal Center Room F  
7:00 p.m.

**Members Present:** Daryl Rynning, Chairman  
Laura Often, Vice Chair  
Teri Turgeon, Secretary  
Peter Carlson, Member  
Maureen Cohen, Member

**Student Representative:** Bianca Carangelo

**Also Present:** Dr. James Cummings, Superintendent of Schools  
Daniel Gale, Finance Director

**Call to Order – Open Session**

- a. Chairperson's Update: Mrs. Rynning opened the meeting and welcomed the newest member Maureen Cohen. Mrs. Cohen was appointed to fill the vacancy from a member who resigned prior to the end of her term. After a year, if Ms. Cohen wished to continue, she would then run for election. Mrs. Rynning thanked the second candidate, Ms. Julie Walker and hoped she could find a way to stay involved in the district.
- b. Student Presentation; High School Student, Maggie Parone, was present to display her artwork to the School Committee. Ms. Parone won the gold key from the Art and Writing Scholastics Awards. This was a very prestigious award, 300,000 pieces are submitted each year in 28 categories in art and writing and approximately 10% get and award, either honorable mention, a silver key, or gold key. Ms. Parone outlined her inspiration for each of her pieces. Dr. Cummings asked if she would be pursuing this career after high school. Ms. Parone stated she would, she knew in her sole she was an artist. She was still thinking about where she wanted to study. Ms. Cohen asked what advice she would give elementary students. Ms. Parone would tell them to do what you want to do and what they feel, follow your passion. Mrs. Turgeon thanked Ms. Parone for sharing noting she'd heard wonderful things already about her artwork and looked forward to hearing her name in the future.

**1. Educational Reports**

- a. Technology Update; Neil Trahan, IT Director was present to give an overview of the upcoming year. Mr. Trahan had been on board since August. Mr. Trahan thanked the technology staff; they were the cogs that keep the ship running. They worked long days and weekends to complete projects before school began. Mr. Trahan had some great interns both on the college and high school levels that helped out tremendously. A Resident of Grafton, he was happy to be here. Mr. Trahan reviewed some of the larger projects such as the iPad deployment at the High School. He held several sessions, mornings, afternoons and evening, deployment went smoothly. The computer lab at South Grafton Elementary School was completed. Mr. Trahan worked with nurses to create SNAP, a record keeping program. This was up and running, fully functional. The installation of a phone system was being implemented. They were customizing the system across the district. All the schools are on this system with the exception of the high school. Working to standardize it across the district. When he came onboard they were in transition of the new Web Site, this has moved forward. The old system is still available for reference and they were continually adding and working on new content. The new Web Site was user friendly and functional. Staff training is on this was on going. The IT department purchased iPad covers for elementary students which were being installed on many systems. Currently, the IT department was in the process of setting up Chrome books at GMES, NSES and MSES. Mr. Trahan reviewed his next steps; he wanted to be visible in each school and provide ongoing training to faculty and staff. He was evaluating the ticket and helpdesk system along with an inventory tracking system. Mr. Trahan was working with Akuity to map and document the network in order to find weaknesses and areas of improvement. Mr. Carlson asked what the reason was behind the high school being on a different system. Why wasn't the rest of the district linked into that system as it was new? Mr. Trahan would look into this. Mr. Carlson would like to see the data on the helpdesk, see the burden on the staff, see what the burden is today. Want to review all for documenting purposes as many email, call and text. Tech coordinators were assigned to each building for everyday issues. Mrs. Rynning asked if there was support in each building. Tech Coordinators are in buildings each day to assist but there was not a particular person assigned to specific buildings. Mrs. Often welcomed Mr. Trahan and thanked him for work at a time that was extremely demanding. In the upcoming year, two items Mr. Trahan would like to see moving forward were network mapping and implementing a technology refresh plan so we can maintain systems and keep them updated and functional.

## 2. General Business

- a. Review Summer Projects; Tony Lemay gave an outline of the summer projects, over a million dollars worth of projects. The largest project was the Millbury Street Elementary School roof project which came in under budget. They also removed and replaced 150 feet of sidewalk that had sunk. Inside the North Grafton Elementary School they removed carpet and asbestos tiles, polished the concrete floors, replaced table and chairs with convertible bench style seating and replaced the 50 year old stage. They also replaced approximately 240' of sewer

line. Along with this, they replaced a failed shallow catch basins at the front of the school. At the Middle school they staff replaced failed sewer line and barrel block manhole. Old oil tanks were removed, they were now in compliance. At the South Grafton Elementary School, they completed the library renovation. The carpeting was replaced; furniture was replaced, they revamped some rooms, including the computer lab. They also redefined three teaching spaces for a more conducive learning environment and enclosed the perimeter railing with a wall creating a defined learning space. Mrs. Rynning asked if Mr. LeMay had designed this. He had, and then got an architect to stamp it for approval. Mrs. Often said it looked fantastic, she appreciated all hard work and advocacy for it. Mr. Carlson asked if the chimney at NGES was discussed further after being cut. Mr. LeMay had discussed this with the Town Administrator, they need more figures to move forward. Mr. Carlson felt if there were funds left over, he hoped it would be utilized for this. Mr. LeMay had made some band aid fixes, it was ok for a year or so. Mrs. Turgeon thanked Mr. LeMay for all his hard work, he continue to impress the committee. Mrs. Turgeon asked Mr. LeMay what he would like to see accomplished next year. Mr. LeMay would like to see improvements that will save money moving forward. Upgrading some of the mechanical issues which were originals would make a difference. Upgrade to more energy efficient systems. It will be costly, but save in the long run. He'd also like to improve on the camera system and card swipe systems. Dr. Cummings thanked Mr. LeMay, he and his staff worked very hard over the summer to get these project completed.

- b. Capital Plan Update; Rescheduled to a later date.
- c. CPR Results Overview – Civil Rights and ELE; Postponed to the October 13, 2015
- d. Superintendent Goals: Dr. Cummings reviewed a draft of his goals for this year. This was the 4<sup>th</sup> year following this outline/process. The process included; a self assessment, the construction of two SMART goals, collecting evidence, presenting data and conclusions about his performance. Standards areas were the additional pieces; instructional leadership, management and operations, family and community engagement & professional culture. The two greatest areas discussed were goals and standards. Dr. Cummings noted that these play into a set cycle; there was a mid cycle review in February and a review in May. Dr. Cummings outlined his five goals individually; Goal #1 to build on communication practices, he would work with Neil Trahan on this. Goal #2 to improve the budget process which he will continue working on with Finance Director, Dan Gale and the budget subcommittee. Goal #3 to assess and strengthen the special education programming, by continued work with the Special Education Director, Arnold Lundwall. Goal #4 Focus on Wellness; maximize student wellness with the entire leadership team, wellness committee, health departments, local and Worcester alliance as well as increase parent awareness. Dr. Cummings would like to restart the wellness committee; he's reached out to Parents, Teachers and Worcester Health Alliance. Dr. Cummings discussed working with the parents to get people more involved in programs. Unfortunately, it was very hard to get parents to

come out. Ms. Cohen noted that sometimes larger sessions rotating through subjects attract more people. She also suggested taping the sessions. Mrs. Often suggested a shut down night, no homework, no activities on evenings with large programs that included the community and parents. Activities tend to take away from attendance. Mrs. Rynning asked if Ms. Calo would work with him on the curriculum goals. Dr. Cummings said she was working with him on this as well as subcommittees. Relative to Goal #3 Mr. Carlson asked what Dr. Cummings envisioned building into the SPED program. Dr. Cummings did not have a specific idea but was constantly reviewing every aspect of the program and looking at how they could build on programming to meet the needs of the district; either internally or collaboratively. Mrs. Turgeon was pleased with the communication goal and having uniformity was a great goal. She liked the Special Education piece especially the 18-22 programs, as a model. Mrs. Turgeon asked if Dr. Cummings could send the community health snapshot and survey results from the school. Mrs. Turgeon discussed Rachel's Challenge and how successful it had been, she would like to see this program return. Mrs. Cohen noted that social media was a powerful tool and the engagement piece with surveys and getting feedback was strong. A motion was made by Mrs. Turgeon to approve the superintendent's goals as outlined. Motion seconded by Mr. Carlson. Motion carried 5-0 School Committee and 1-0 School Representative.

### 3. School Committee Member Reports

- a. Mr. Carlson stated that the Capital Improvement Planning Committee would be starting their process, on October 14<sup>th</sup> at 7:00 p.m.

### 4. Superintendent's Report

- a. District Update - Dr. Cummings noted that a number of staff members led by Mr. Graves along with alumni and current students had come forward to help the Eschelbacher family. Before Mr. Eschelbacher's passing he had been working on a remodel project at his home. These volunteers have been going to his home on the weekends to complete his project. This was very impressive; Dr. Cummings thanked all those involved. Recently, he attended the Community Health Forum, thanked the host. Dr. Cummings attended the giving back assembly; there were many impressive and inspiring presenters. This had an impact on the entire student body. Bianca also attended and stated it was a great experience, and influenced many.

### 5. Future Agenda Planning:

- a. The group discussed what evening was preferred for a new meeting schedule. Changing from Monday to Tuesday seemed to be the consensus as long as it was opposite the Selectmen's schedule. This would be placed on an upcoming agenda.
- b. Appoint an MASC Delegate.
- c. Review the subcommittee list
- d. Have the nurses come in for wellness discussion.
- e. List of committee's and review member representation

6. Approval of Minutes – August 31, 2015

A motion was made by Mr. Carlson to approve the minutes of August 31, 2015 as submitted. Motion seconded by Mrs. Often. Motion carried 4-0-1 School Committee, Mrs. Cohen abstained. 1-0 School Representative.

7. Financial Report

a. A motion was made by Mr. Carlson that the School Committee approve Warrant #14, dated October 1, 2015 in the amount of \$299,856.83. Motion seconded by Mrs. Turgeon. Motion Carried 5-0 School Committee and 1-0 Student Representative. It was suggested that the Student Activity account have more detail for future reference.

8. Policy:

a. Section I – This item was postponed to a later date.

9. Correspondence – Mrs. Turgeon noted an email regarding a bus issue. This was forwarded to Mr. Gale and Dr. Cummings.

At 8:55 p.m. A motion was made by Mr. Carlson to Adjourn. Motion seconded by Mrs. Turgeon. Motion carried 5-0 School Committee and 1-0 Student Representative.

Respectfully submitted



Cindy Ide  
Recording Secretary